Scott County Online Tax Payment Instructions

Navigate to the Scott County Website: www.scottcountymn.gov

On the right side, click Pay Property Tax



Click on the blue box - "Pay Property Taxes Online"

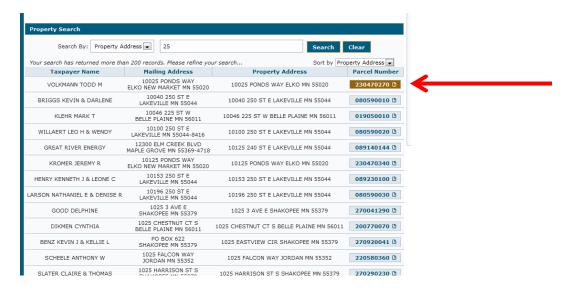
Pay Property Tax



On the Tax Search screen you can search by Parcel Number, Property Address or Mailing Address. Just make sure to change the drop down menu. Click **Search**



Once the results are displayed, click on the parcel number. The parcel number box will become brown when you click on it.



On the Parcel Detail screen, you can view current or past tax statements, the GIS map and the tax bill detail information along with the payment options.

"Pay Online"

Total Due = is the total amount of unpaid taxes (for all years).

Partial Payment = Enter any amount you would like to pay toward current or delinquent year taxes.

Payments will be applied to the current year tax amount due, then to delinquent year taxes, starting with the most recent delinquent year.

Select a payment option (Total Due or Partial Payment with desired amount entered).

Click Add to Cart



Your item will appear in the collection cart. Click **View** to view the item(s) that have been added to the cart.



If you would like to add additional parcels to the collection cart, click **Return**. If you are done adding parcels to the cart, click **Checkout**. To remove a parcel, click "**remove**" next to the parcel in the Collection Cart.



On the Payment Processing Terms of Use screen, enter your name, e-mail address, and phone number. By clicking **Accept Terms** the checkout process will continue. If **Do Not Accept Terms** is clicked, the checkout process will end.

Convenience fees are charged for every online transaction, as follows:

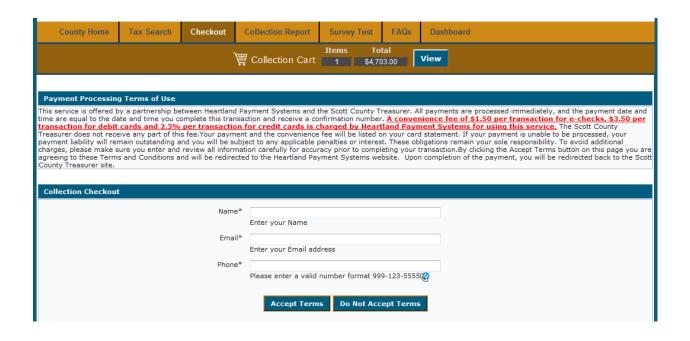
Convenience Fees:

E-check = \$1.50 per transaction

Debit card = \$3.50 per transaction

Credit cards = 2.3% of the transaction amount

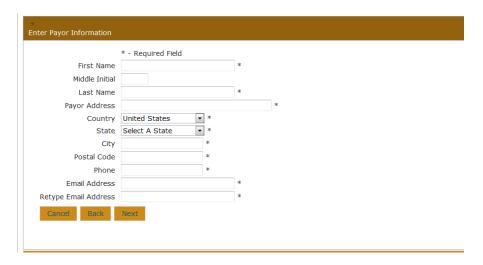
Please note that these fees are charged by the payment processor and <u>are not</u> collected by Scott County.



Click on the payment option you would like to use (i.e. Pay by Credit, Pay by Debit, Pay with E-Check):



Enter your Payor Information.

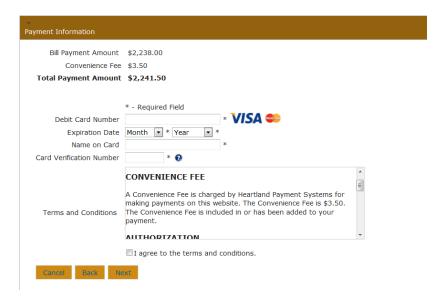


Click Next

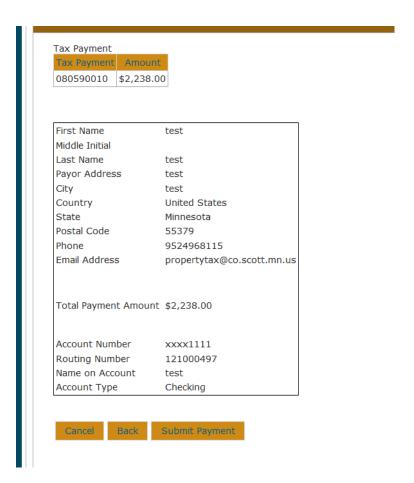
Enter Payment Information

**By accepting the terms you are accepting the convenience fee. **

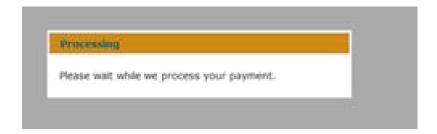
Click Next



Verify that all the information is correct. If so, click **Submit Payment**.

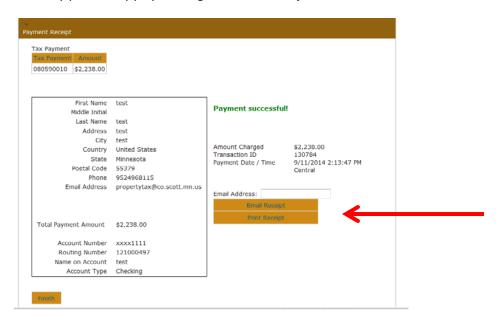


Please be patient while the payment processes and do not hit the "Back" button on your browser.



If payment is successful, a payment receipt will display. A receipt is automatically sent to the e-mail address already provided, but if you wish to send another receipt to a different e-mail address, you may enter it here and click **Email Receipt**.

You may print a copy by clicking the **Print Receipt** button.



Click Finish.



Thank you for making an online property tax payment. If you would like to make an additional payment, click **Tax Search**.

The Scott County Online Payment Help is available between 8:00am – 4:30pm, Monday –Friday by contacting Scott County Property and Taxation Services at 952.496.8115 or e-mailing propertytax@co.scott.mn.us.